

Surrey County Council

Report of the Independent
Remuneration Panel

July 2020

CONTENTS

EXECUTIVE SUMMARY	2
PART ONE: BASIC ALLOWANCE	3
PART TWO: SPECIAL RESPONSIBILITY ALLOWANCES	5
PART THREE: INCLUSIVITY	10
PART FOUR: EXPENSES AND APPROVED DUTIES	13
SUMMARY OF RECOMMENDATIONS	14

Executive Summary

This report provides the Council with the recommendations from the Independent Remuneration Panel (IRP) as prepared under the Local Authorities (Members' Allowances) Regulations 2003.

Table 1 below summarises the financial impact of key recommendations on the basic and special responsibility allowances (SRA). Allowances have been indexed using CPI and rounded up. Additional changes to allowances are described in Part 2. The Panel has also made detailed recommendations to promote inclusion and participation, including the removal of caps on claimable childcare and dependent care costs, and the inclusion of a parental leave policy. Details are in Part 3. A summary of all recommendations has been provided at the end of this report.

If implemented these recommendations reduce the total cost of the Scheme by £38k or 3 per cent.

TABLE 1: SUMMARY OF RECOMMENDATIONS		
ROLE	2019-20 ALLOWANCE £	RECOMMENDATION FROM 7 JULY 2020 £
Basic Allowance	12,442.80	12,660
Leader	43,085.87	43,820
Deputy Leader	27,924.00	28,400
Chairman of the Council	18,035.95	18,350
Vice-Chairman of the Council	6,512.98	6,630
Cabinet Member	22,544.93	22,930
Deputy Cabinet Member	10,000.00	10,170
Corporate Overview Committee Chairman	12,024.00	N/A
Select Committee Chairmen	10,019.97	10,200
Select Committee Task Group Leads (interim)	N/A	1,530
Planning and Regulatory Committee Chairman	12,024.00	12,230
Audit and Governance Chairman	10,019.97	10,200
Surrey Pension Fund Committee Chairman	10,019.97	10,200
Local and Joint Committee Chairmen	8,015.98	8,160
Vice-Chairmen of Committees	1,503.00	nil
Opposition Leaders (total)	12,024.00	12,230
Office Holders of Groups (per Member)	170.34	nil
Adoption and Fostering Panels (per session)	100.00	102

The Independent Remuneration Panel consists of three members; Bryan Ingleby (Chair), Paul Eaves and Steve Banks-Smith. Panel members all live in Surrey, and are all independent of Surrey County Council (the Council) and of any political party. In approaching this work, the Panel has met with a wide range of Members and officers and is grateful for their input. The Panel conducted an online census of Members' views and provided all Members with the opportunity to meet with a Panel member. The Panel has reviewed documentation and data relating to roles and allowances, and collected information about the allowance schemes of other Councils to provide context.

The Panel is grateful for the support provided by Democratic Services, most notably Elliot Sinclair who provided a full induction to a new panel member, advice on Council business and governance and essential logistical support including the administration of a Members' Census. The Panel owes him and Democratic Services as a whole, its thanks.

Part One: The Basic Allowance

CONTEXT

1. The basic allowance is currently **£12,442.80**. It is payable to all county councillors (hereafter Members) for the discharge of their core duties, which excludes time spent on additional roles that attract a special responsibility allowance and excludes political activity.
2. Members are not employees and therefore the payment is an allowance and not a salary. The level of the allowance is set at a level that incorporates a public service discount, a recognition that the role of Member includes a proportion of voluntary work. The allowance is not intended to replicate a salary, and exists to ease the disadvantage experienced by Members in that it restricts their ability to undertake paid work elsewhere.
3. This section of the report looks at the level of basic allowance, but this is not the whole picture. In Part 3 we look at the range of allowances and other tools available to the Council to promote inclusion and diversity amongst Members, so that the Council can more effectively represent its population. In Part 4 we examine the list of approved duties and associated expenses, to ensure that Members are not expected to be out of pocket when conducting official duties.

BENCHMARKING THE BASIC ALLOWANCE

Against the salaries of people in Surrey

4. The Local Median Hourly Rate for all people in Surrey in full time work (2019) is £18.66 (source: ONS annual survey of hours and earnings, median hourly pay excluding overtime for full time workers in Surrey in 2019).
5. The Panel has refreshed its understanding of the time commitment of being a Member through a variety of methods, including a survey and a significant number of conversations with Members. The traditional estimate of between two and three days still stands although a number of Members consider that the role is becoming more complex and gave estimates towards the top end. Whilst this is not a statistically robust estimate, it provides us with the means to sense check the allowance.
6. The time commitment to perform the role could be estimated at 1,040 hours per year, being 20 hours per week for 52 weeks, recognising that Members are never off duty. We then multiply the hours (1,040) by the reference hourly rate (£18.66) which provides a starting point of £19,406.
7. The Member role traditionally attracts a public sector discount of between 30 and 40 per cent. Applying this would give a range of between £11,644 and £13,584. The current basic allowance of £12,442 benchmarks within this range, although slightly below the midpoint.

Against other Councils

8. Basic allowances for the County Councils in the South East (using 2018-19 data) range from £10,509 in Oxfordshire to £15,138 in Kent.
9. Looking at London Boroughs, basic allowances (2018-19 data) range from £8,086 in Kingston-upon-Thames to £12,000 in Brent.

VALUE OF THE BASIC ALLOWANCE OVER TIME

10. The basic allowance has been at its current level of **£12,442.80** since April 2016. No indexation has been applied to this allowance over this time. This IRP has recommended indexation of this allowance in previous reports but this recommendation was not accepted.
11. Prices change over time. It is common to apply a benchmark to allowances to ensure that their value does not erode. Typically, September CPI is used to adjust values to come into effect for the following financial year. For example, had the Council agreed to apply CPI indexation to the basic allowance since 2016 the basic allowance would currently be £13,255 following the application of the relevant September CPI annually from 2016.
12. Reference CPI at September 2019 was 1.7 per cent which if applied to the current basic allowance would provide an uplift to £12,654 or if applied cumulatively from April 2016 would provide an uplift to £13,480.
13. The Panel believes that failing to keep the basic allowance in line with prices erodes its value and increases the barriers faced by potential Members for whom the basic allowance is a necessity. The Panel notes that Members may no longer enrol in the Local Government Pension Scheme and that existing Members of that scheme may no longer contribute. We don't comment on the policy, as this is a matter for Government, but we note that this has eroded further the value of the basic allowance.

CONCLUSION AND RECOMMENDATIONS

14. The level of the basic allowance is in the right ballpark. It benchmarks positively against median Surrey earnings and is not out of line with other Councils.
15. However, the failure to increase the basic allowance for a number of years has eroded its value. The Panel believes this makes it a less attractive role for people for whom the basic allowance will be a financial necessity. This risks the Council becoming increasingly less diverse and representative.
16. Accordingly, the Panel recommends that the basic allowance is increased from the AGM 2020 from its current level in line with CPI and that this becomes a principle to apply for future years.
17. We are also recommending that all allowances are rounded up to the nearest £10 to avoid allowances being to the nearest pence. Applying the CPI increase makes the basic allowance £12,654.33 which we recommend rounding to £12,660.

Recommendation 1: Following the application of all other recommendations in this report, all allowances are rounded up to nearest £10 to avoid allowances being stated to the nearest pence.

Recommendation 2: That the basic allowance is increased from its current level by 1.7 per cent to **£12,660** from the date of the 2020 AGM in line with CPI from September 2019.

Recommendation 3: That the basic allowance is adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowance.

18. Implementing the increase for 81 Members will increase allowances by £17.6k.

Part Two: Special Responsibility Allowances

CONTEXT

19. Special responsibility allowances (SRA) are made to Members who occupy positions of authority within the Council. The allowance is related to the level of responsibility that is discharged, not the workload associated with any one position. The Panel is required to assess the level of responsibility assumed by Members in a position of authority within the Council, and make recommendations as to the appropriate allowance payable. The Panel does not assess the associated workload, although it can take this into account in exceptional circumstances.

PRINCIPLES

Number of SRA in total

20. Many Councils have what is known as the 50 per cent rule – a restriction that the number of SRAs available is less than half the number of Members. The Panel has considered this and decided that it is not an appropriate restriction. In doing so we note that Surrey has a local and joint committee structure which adds 11 committees not ordinarily present in other Councils. We are also keen to encourage Members to participate in activities such as adoption and fostering panels, which attract a small allowance, and any restriction on total numbers of allowances may be counterproductive.

Number of SRA per person

21. Most allowance schemes include a restriction of one SRA per Member. This is a difficult issue. On the one hand you want the best person to do the job, and there may be gifted individuals who are suitable for more than one role. On the other hand, you need to be realistic about the capacity of such individuals to perform more than one role whilst being able to be an effective constituency Member. On this last point, it is inevitable that those Members in positions of authority will have a reduced capacity to represent their constituents. But given the importance of the constituency role, the Panel believes that the scheme of allowances should facilitate this as far as is possible.

Recommendation 4: Each Member may only receive one Special Responsibility Allowance.

Indexation

22. The Panel believes that the arguments presented in the basic allowance section apply equally to the special responsibility allowances.

Recommendation 5: That all special responsibility allowances are increased from their current level by 1.7 per cent from the date of the 2020 AGM in line with CPI from September 2019. This recommendation does not apply to those allowances covered by recommendations 13 and 14.

Recommendation 6: That all special responsibility allowances are adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowances.

SPECIFIC ALLOWANCES

23. The Panel has considered the individual roles that currently attract a special responsibility allowance. Below we set out our recommendations and, where we are recommending changes, our arguments to support that change.

Recommendation 7: That there are no changes, other than the indexation adjustment in recommendation 5, to the following allowances: Chairman of the Council, Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Member, Deputy Cabinet Members, Select Committee Chairmen, Planning Committee Chairman, Audit and Governance Committee Chairman, Pension Fund Committee Chairman, Local and Joint Committee Chairmen (where chaired by a Surrey Member), and Opposition Leaders.

SPECIFIC PROVISIONS

Deputy Cabinet Members

24. This role attracts an allowance of £10,000 and was the subject of a specific report by this Panel in November 2018. At that time the role was still developing and not subject to formal job description, but the intention for the role – quoting our 2018 report – was that “The Deputy Cabinet Members will add additional capacity to enhance the decision making of the Cabinet by providing additional and higher quality information within, often limited, timescales. In addition, these posts will be expected to take a leading role in ‘Task and Finish’ groups, providing Cabinet Members with a deeper knowledge of the subject than they could obtain themselves. They will act as leads on the development of business plans for the current transformation programme.”
25. The Panel has found this role hard to assess due to the lack of detail. The original ambition for the role in terms of leading groups has not materialised, the number of Deputy Cabinet Members has fluctuated, and the current role descriptions are vague. Our understanding of the role is that Members have particular skills and experiences that can support the Cabinet, that this can be time limited, and that it is not a pathway to a Cabinet role but is a way to make the Cabinet more effective. We support this but consider that the role needs to be updated to reflect current governance structures. We also note that whilst there are restrictions on the size of the Cabinet, there are no restrictions on the numbers of Deputy Cabinet Members, and we believe that this should be considered in order that the Council can show it is getting value for money from these allowances.

Recommendation 8: That the role description for the Deputy Cabinet Member role is updated.

Recommendation 9: That a limit is placed on the number of Deputy Cabinet Members in post at any one time, the Panel recommends four but accepts this is a matter for the Leader.

Select Committee Chairmen

26. Under the previous Scheme, the scrutiny committee structure included a corporate overview committee supported by five additional select committees. The SRA reflected this structure, and provided for £12k for the Chairman of the corporate overview committee, with £10k for the select committee Chairmen.
27. The new structure comprises four select committees, each with a Chairman as before. Each committee has two Members designated as Vice-Chairmen and their role is to discharge specific

responsibilities that are delegated from the main committee to task groups, which the Vice-Chairmen lead.

28. The Regulations allow the Panel to consider whether the leadership of such groups or sub-committees should attract an SRA. Whilst the Panel is aware of the nature of the work being delegated to these groups and the activities of the Members leading them, there is little formalised governance in respect of terms of reference, schedules of delegation from the select committee to the groups, and role descriptions for leading the groups. As a result, it is difficult for the Panel to assess fully this role against the requirements for an SRA, and hence we recommend the role is defined and codified as soon as practicable. The Panel can then assess the role properly.
29. The Panel believes this role should be defined separately from a Vice-Chairman role. The duties of a Vice-Chairman, which are to support the Chairman in the effective running of the committee and to deputise for them where appropriate, are significantly different from the duties of leading a formal sub-committee or task group with delegated responsibilities. The Panel has suggested this role could be called Select Committee Task Group lead as an interim title, pending the suggested work on defining the role.
30. Pending the outcome of that work, and acknowledging that some responsibility has been assumed, the Panel recommends that a new SRA is created for the Select Committee Task Group leads. On an interim basis, this would be equivalent in value to their current allowance, suitably indexed and rounded.

Recommendation 10: That the governance arrangements for select committees and their task groups or sub committees are clarified, including a role description prepared setting out the responsibilities assumed by Members currently designated as select committee Vice-Chairs.

Recommendation 11: The eight Members currently designated as select committee Vice-Chairs receive a new SRA. The role attracting this new SRA will be known as Select Committee Task Group leads and will be interim pending the formal review. These Members will receive an SRA of £1,530 effective from the date of the AGM.

Recommendation 12: Once governance arrangements and role descriptions have been confirmed, the Panel is asked to assess the role for an SRA against the requirements of the Regulations.

Vice-Chairmen of Committees

31. The Panel has in previous reports recommended the abolition of the SRA for Vice-Chairmen of committees. There are currently 18 such allowances available at a total cost of £27,054.
32. The Panel recognises the benefits of having a person designated as the Vice-Chairman. It is good for succession planning, and provides business continuity in the absence of the Chairman. It can require an additional time commitment in terms of attending agenda planning and other preparatory meetings.
33. The Panel must have regard to the principle of payments being made for the discharge of responsibility rather than an additional workload, unless that workload could be considered exceptional. In respect of Vice-Chairmen, the additional workload is not exceptional. The Panel has not observed any evidence to suggest that the situation has changed, and accordingly we repeat the recommendation that we have made consistently since 2017.

Recommendation 13: That the SRA for all committee Vice-Chairmen is abolished.

34. In making recommendations 10 through 13, the Panel wishes to clarify the impact on the eight Members who are currently Vice-Chairmen of the four select committees. These Members will lose their Vice-Chairman allowance, but will assume the new SRA relating to Select Committee Task Groups.

Office Holders of Political Groups

35. The scheme currently provides for an 'office holders' Special Responsibility Allowance of £170.34 per Member to be payable to the Group Leader, where a Group consists of more than one Member. This represents a total of nearly £14k per year. This is in addition to the SRAs payable to the Leader and the Opposition Group leaders.
36. Taxpayer funded payments to political parties are not unusual. In Parliament, all opposition parties receive 'Short Money' based on the number of MPs they have and the number of votes they received. The intention for this money is that opposition parties may hire staff to help them with political matters. The ruling party or parties do not receive such money, as it is expected they can access the Civil Service for assistance. In addition to Short Money, specific payments are made to fund the Leader of the Opposition's Office, recognising the important scrutiny function involved with that role.
37. Translating this into what happens within Surrey, the Opposition Group leaders share the Opposition Leaders SRA. This is currently set at £12,024 which is on a par with the highest Committee Chairman SRA. It reflects the responsibility associated with providing a robust scrutiny and opposition function, which includes the effective leadership of their Groups. The SRA is shared amongst the opposition Group Leaders in proportion to the size of their respective Group. All Members have access to officers, and the Cabinet has additional administrative support. In addition, the three largest Groups within the Council are provided with a taxpayer funded political assistant employed by the Council. Accordingly, the 'office holders' SRA is not needed to hire additional staff but is deployed at the discretion of the Group Leader to Members within that Group.
38. It is therefore unclear to the Panel what benefit the residents of Surrey are getting from the office holders SRA payment of £170.34 per Member to the Group Leaders. Further, the Panel has been advised by Democratic Services that the payments do not fall within a permitted provision under the Local Authorities (Members' Allowances) (England) Regulations 2003.
39. Taking these considerations into account, the Panel is not persuaded that payments made under the officer holders SRA are justified.

Recommendation 14: That the SRA for the office holders of political groups is abolished.

FURTHER CONSIDERATIONS

40. The Panel makes the following final observations:
- The Scheme provides for Members to forego their allowance and the Panel believes this arrangement should continue;
 - The Scheme provides for the withholding of SRAs where a Member has been suspended or removed from a role attracting an SRA, and the Panel believes this should continue. The Panel notes that the Council cannot in law suspend or disqualify a Member from their role and therefore the basic allowance cannot be withheld, unless the Member commits an act that would prompt legal disqualification, for example accepting paid employment with the Council; and

- The Panel recommends no change to the Scheme in reference to co-opted members of committees.

Total Cost of Special Responsibility Allowances

41. Implementing these recommendations will reduce the SRA payable by £56k compared with the SRA payable under the last Scheme. They are not directly comparable, for example the number of select committees has changed, and this calculation assumes all joint and local committees are chaired by Members of the County Council.

Part Three: Inclusivity

CONTEXT

42. The Panel's terms of reference include the following provision: "The Panel will have regard to the need for the composition of the Council to better reflect the population of Surrey." The current demographic of the Council deviates significantly from the population:
 - 63 per cent of the Council is male, 37 per cent female;
 - 43 per cent of the Council is over 65 compared with a Surrey percentage of 17 per cent;
 - Only 3 Members are under the age of 35;
43. The Council composition is currently more reflective when it comes to BAME representation (6 per cent versus Surrey 7.6 per cent) and disability (11 per cent versus Surrey 13 per cent).
44. There can be significant barriers to entry, particularly for those of working age. Members are not employees and so don't accrue a pension from Council business. There is no specific provision for sick leave or holiday. Assuming a backbench role whilst working elsewhere requires an understanding and flexible employer, and a move to part time employment with potentially a reduced income. In particular, Council business can be ad-hoc and unpredictable which can put further strain on a Member's relationship with an employer. How the Council conducts its business is beyond the remit of this report, but the Panel supports any efforts made to increase participation and reduce uncertainty, for example through more consistent scheduling and greater use of digital participation platforms.
45. The barriers to assuming a position of responsibility are even greater. Performing a role with an SRA requires even more flexibility from an employer, and potentially would prevent an individual from having work external to the Council. A leadership position is a full time role – a Cabinet Member receives an allowance of £35k in total, comprising the basic allowance plus the Cabinet Member SRA, and works full time discharging significant responsibility. For context, average graduate starting salaries in the UK are around £29k.
46. It is not for the Panel to attract people into local politics. But we can reduce the financial barriers to participation – we want our Members to take part and therefore we need to have a range of provisions in place to remove those barriers.

SPECIFIC PROVISIONS

Childcare allowances

47. The current hourly cap for claiming childcare allowance is £8.02. This is below the minimum wage for a worker over 25. This penalises those with children as it effectively asks them to subsidise childcare that is required for Council business. Under this current system, if childcare is likely to be expensive, it may reduce the incentive of that Member to participate as they won't be fully reimbursed.
48. The Scheme contains clear criteria for when childcare can be claimed, which the Panel believes is sufficient to ensure only valid claims are made.

Recommendation 15: The hourly cap on childcare allowance is abolished. Members may claim actual costs incurred in performing approved duties.

Incremental expenses

49. The Panel has heard evidence of situations where the Member is faced with a choice of participating and being out of pocket, or not participating. For example, in a situation where childcare cannot be sourced at short notice the Member may need to travel with the children. The current Scheme only permits reimbursement of costs of the individual Member. The Panel believes that there should be an opportunity for Members to claim additional costs where they can demonstrate that the cost was incurred wholly and necessarily due to Council business.

Recommendation 16: Members can claim any additional costs incurred by them where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties. Individual claims under this provision to be scrutinised as usual by Democratic Services.

Dependent carer allowances

50. The hourly cap for dependent carers allowance is currently £14.52. The Panel has the same view on this allowance as for the childcare allowance.

Recommendation 17: The hourly cap on dependent carers allowance is abolished. Members may claim actual costs incurred in performing approved duties.

Parental Leave Policy

51. There is at present no legal right to parental leave of any kind for people in elected public office. Any such rights need to be adopted on a voluntary basis by individual authorities, and the Panel believes that the Council should do so.

52. We suggest that the overall objective is that Members are able to take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of special responsibility allowances during any period of leave taken. The existence of such a policy would assist with retention, as well as making public office more accessible to individuals.

53. It is for the Council to write such a policy, but in principle:

- All Members shall continue to receive their basic allowance in full whilst on maternity, paternity or adoption leave; and
- Members entitled to a special responsibility allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave, subject to time restrictions as set out in the policy.

Recommendation 18: That the Council introduces a shared parental leave policy for Members.

Take up of allowances

54. Take up of the dependent carers allowance and the childcare allowance have historically been very low. In 2017-18 a total of £283 was claimed and in 2018-19 a total of £131. The Panel has not performed any work in detail as to why, but from our discussions it is clear that Members either don't know that they can claim for these costs, or that there is a culture of not claiming.

Recommendation 19: Democratic Services to be proactive about raising awareness that these costs are claimable with both existing and potential new Members.

Recommendation 20: Members to act as role models by claiming what they are entitled to, and thereby demonstrating to new Members that they will not be financially disadvantaged due to personal circumstances.

Part Four: Expenses and Approved Duties

CONTEXT

55. The basic allowance is designed to ease the financial disadvantage of being a Member. It is important that the allowance is supported by an expenses system that allows Members to be reimbursed for costs wholly and necessarily incurred when performing approved duties. The level of reimbursement should be sufficient to defray those additional costs, and not more. In Part 3 we discussed the need for a catch-all provision covering care related costs not specifically categorised in the scheme, and the same principle should apply to expenses.

SPECIFIC AREAS

Mileage and Travel Costs

56. The mileage rates in the current Scheme accord with the HMRC rates, which for a car journey are 45p per mile for the first 10,000 miles and 25p per mile thereafter. Analysis of Council data shows that the amounts claimed are falling: £83k in 2016-17, £62k in 2017-18 and £57k in 2018-19.

57. The rates are set by HMRC and therefore the Panel recommends no changes. The current rates are the same as for officers, and the Panel believes maintaining this link is a practical recommendation with one exception. That exception relates to electric cars – currently the officer rate is 35 per mile compared with 45p per mile for petrol, diesel and hybrids. Given that Members are highly visible in their communities the Panel believes that Members who buy fully electric cars should also be able to claim 45p per mile.

Recommendation 21: That mileage rates are linked with officer rates, apart from fully electric car rates.

Recommendation 22: That Members may claim 45p per mile for using fully electric cars to perform approved duties.

Approved Duties

58. The Panel's terms of reference require us to review the list of approved duties for which payments under the Scheme can be made. The current list of approved duties remains appropriate.

59. The Panel is aware that the Council is in the process of replacing its accounting system which will move it onto an e-expenses system. To operate this system will require a drop down menu for approved duties. The current list of duties is expansive and potentially unwieldy to operate in an e-expenses system. The Council should look to simplify the list of approved duties over the next 12 months in order to make the system easier to administer.

SUMMARY OF RECOMMENDATIONS

Relating to the Basic Allowance

1. Following the application of all other recommendations in this report, all allowances are rounded up to nearest £10 to avoid allowances being stated to the nearest pence.
2. That the basic allowance is increased from its current level by 1.7 per cent to **£12,660** from the date of the 2020 AGM in line with CPI from September 2019.
3. That the basic allowance is adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowance.

Relating to Special Responsibility Allowances

4. Each Member may only receive one Special Responsibility Allowance.
5. That all special responsibility allowances are increased from their current level by 1.7 per cent from the date of the 2020 AGM in line with CPI from September 2019. This recommendation does not apply to those allowances covered by recommendations 13 and 14.
6. That all special responsibility allowances are adjusted annually on 1 April thereafter in line with the CPI from the previous September. This recommendation will apply for a maximum of four years at which point the Panel must revisit the allowances.
7. That there are no changes, other than the indexation adjustment in recommendation 5, to the following allowances: Chairman of the Council, Vice-Chairman of the Council, Leader, Deputy Leader, Cabinet Member, Deputy Cabinet Members, Select Committee Chairmen, Planning Committee Chairman, Audit and Governance Committee Chairman, Pension Fund Committee Chairman, Local and Joint Committee Chairmen (where chaired by a Surrey Member), and Opposition Leaders.
8. That the role description for the Deputy Cabinet Member role is updated.
9. That a limit is placed on the number of Deputy Cabinet Members in post at any one time, the Panel recommends four but accepts this is a matter for the Leader.
10. That the governance arrangements for select committees and their task groups or sub committees are clarified, including a role description prepared setting out the responsibilities assumed by Members currently designated as select committee Vice-Chairs.
11. The eight Members currently designated as select committee Vice-Chairs receive a new SRA. The role attracting this new SRA will be known as Select Committee Task Group leads and will be interim pending the formal review. These Members will receive an SRA of £1,530 effective from the date of the AGM.
12. Once governance arrangements and role descriptions have been confirmed, the Panel is asked to assess the role for an SRA against the requirements of the Regulations.
13. That the SRA for all committee Vice-Chairmen is abolished.
14. That the SRA for the office holders of political groups is abolished.

Relating to Inclusivity

15. The hourly cap on childcare allowance is abolished. Members may claim actual costs incurred in performing approved duties.
16. Members can claim any additional costs incurred by them where they can demonstrate that the cost was wholly and necessarily incurred in order to participate in approved duties. Individual claims under this provision to be scrutinised as usual by Democratic Services.

17. The hourly cap on dependent carers allowance is abolished. Members may claim actual costs incurred in performing approved duties.
18. That the Council introduces a shared parental leave policy for Members.
19. Democratic Services to be proactive about raising awareness that these costs are claimable with both existing and potential new Members.
20. Members to act as role models by claiming what they are entitled to, and thereby demonstrating to new Members that they will not be financially disadvantaged due to personal circumstances.

Relating to Expenses and Approved Duties

21. That mileage rates are linked with officer rates, apart from fully electric car rates.
22. That Members may claim 45p per mile for using fully electric cars to perform approved duties.